

Article V. Recruitment and Employment

- duties if all entering employees in the same job category are subjected to the same such examination. However, if the applicant's medical examination reveals a disability, the Town may not refuse to hire the applicant if the disability can be reasonably accommodated.
- B. The Town's policy includes the provision for insuring that qualifications for both entry level and promotional level jobs shall be reviewed periodically to assure that requirements are fair, will be fairly administered and conforms to the actual job performance requirements.

Section 8. Testing

- A. Tests administered by the Town or by the North Carolina Employment Security Commission for the Town will conform to applicable legal requirements.
- B. All tests given to applicants shall be administered and evaluated by qualified employees, or by Employment Security Commission personnel who are fully acquainted with the Town's policy on equal employment opportunity.
- C. Upon becoming aware of the need of accommodation, disabled applicant(s) shall inform the Town's ADA coordinator (Deputy Manager) before testing begins. The Town shall ensure that the testing site is accessible to and reasonably accommodates those disabled applicants who notify the ADA coordinator.

Section 9. Limitation of Employment of Relatives

- A. The members of an immediate family shall not be employed in the same department at the same time. Neither shall two (2) members of an immediate family be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of the immediate family.
- B. Immediate family is defined for the purpose of this section as spouse, mother, father, guardian/ward, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named, or a significant other living as a part of the same household.

Section 10. Probationary Period of Employment

An employee hired into a regular position shall serve a probationary period of not less than twelve (12) months. This time period is to be considered a continuation of the selection process. It is a time when the employee determines if this is the career that they want and the employer determines if the employee is right for the position.

An employee serving a probationary period may be dismissed at any time during the probationary period.

Probationary employee(s) will have no vested rights to any benefits except the group hospitalization health plans which shall be subject to the terms of the policy. All probationary employees may accumulate vacation and sick leave but shall not be permitted to take vacation or sick leave during the first six (6) months of the probationary period unless the denial of such leave will create an unusual hardship. Vacation leave or sick leave may be taken during this period only with prior approval of the town manager.

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In unusual cases, for specific reasons approved by the town manager, the probationary period may be extended for a maximum of an additional six (6) months. In such cases, the employee must be notified of the purpose of the extension, the conditions and performance expectations, and the length of time of the extension.

Before the completion of the probationary period, the department head shall indicate in writing to the town manager:

- A. That he has discussed the new employee's progress, accomplishments, strengths, failures, and weaknesses with the new employee, and
- B. whether the new employee is performing satisfactory work,
- C. whether the employee should have the probation extended,
- D. whether the employee should be retained in the present position, transferred, demoted or discharged.

The town manager shall be bound by these same requirements in evaluating department heads.

Probationary employees will receive a 5% salary increase, not to exceed the mid-point of their pay range, upon six months of satisfactory service.

Section 11. Promotion

- A. Candidates for promotion shall be chosen on the basis of existing or anticipated job openings, on their qualifications and on their work records. Performance appraisals and work records of all personnel shall be carefully examined when openings for positions in higher classifications occur.
- B. Vacancies in positions shall be filled as far as practicable by the promotion of employees in the service of the Town, subject to the limitations of Article V, Section 3.
- C. When a vacancy occurs, the supervisor in whose department the vacancy occurs shall review all applications referred by the human resources director, including those from current Town employees wishing to be promoted into the position. If a current Town employee is chosen for promotion, the supervisor shall forward the employee's name to the town manager with recommendations for classification and salary and the reasons for selecting the employee over other applicants. After receiving the supervisor's comments, the town manager shall make an appointment if appropriate and determine the starting salary.
- D. An employee that is promoted will fall under the promotional period as described in Article II, Section 3S.

~~D-E.~~ The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the